

MAINE ARTS COMMISSION

CCED Phase II: Implementation

**PREREQUISITE: A CULTURAL PLAN MUST BE COMPLETED
PRIOR TO APPLYING FOR PHASE II FUNDING**

Letter of Interest Deadline: March 24, 2016 at 5 p.m.

Application Deadline (by invitation only): October 5, 2016 at 5 p.m.

Maximum Award: \$75,000 over three years

The Creative Communities = Economic Development (CCED) Implementation Grant is designed to support dialogue and partnerships between municipalities and the cultural sector for the economic development of their communities. This program encourages cultural, economic and governmental sectors to work together to effect cultural community and economic development.

There is a required 1:1 in-kind or cash match for this grant.

ABOUT THE CCED PHASE II: IMPLEMENTATION GRANT

Maine's distinct quality of place is its primary economic asset. In addition to its spectacular lands, waters and coastlines, Maine's picturesque towns and villages containing historic buildings, galleries and cultural venues contribute to the rich cultural heritage of Maine and its unique sense of place. The Maine Arts Commission offers this major grant program to stimulate downtown development through the creative economy.

The CCED: Implementation Grant will provide the cultural sector with significant funds to contribute to mutually-agreed-upon plans and initiatives that stimulate the local economy, strengthen the role of arts and culture, and enhance the community's quality of place. Successful applications will come from communities that have vibrant cultural nonprofits. The communities themselves must be poised for growth and engaged in economic and community planning as well as development using other funding sources. They will include an active network of involved citizens, including elected officials and business leaders in a comprehensive revitalization effort.

The lead applicant organization is expected to plan and oversee project direction, management and implementation side by side with their project partners. The organization will be required to follow its recently-developed community or regional Cultural Plan and it is expected that the CCED project will have a designated coordinator to communicate with the public, partners, artists and others involved in the project.

ELIGIBILITY REQUIREMENTS

Your organization is eligible to apply if it meets all of the following criteria:

- Is a nonprofit organization, legally established in the state of Maine.
- Has a 501(c)(3) tax-exempt status from the Internal Revenue Service
- Is in compliance with final reports required for any previous Maine Arts Commission awards received.

Consortiums are encouraged to have proven, significant partnerships with community development initiatives.

Prior to submission of materials, applicants must speak with Julie Richard, Executive Director, at julie.richard@maine.gov or 207-287-2710.

APPLICATION REVIEW PROCESS

Letters of interest and then full applications are reviewed by a panel consisting of representatives from private foundations, economic development professionals and former CCED recipients. Finalists will be notified and a site visit will take place during the summer prior to the grant deadline.

Final award recommendations will be presented to the Maine Arts Commission to approve the process, making the grant official. Notifications are sent to all applicants following that meeting.

The review process and delivery of funds may take up to four months. This means that grant funds may be used to reimburse project costs which have been incurred after the grant has been approved but prior to funds being disbursed. **Please plan accordingly.**

FULL APPLICATION REVIEW CRITERIA

CCED Phase II: Implementation Grant applications are reviewed on a competitive basis using the following criteria:

- Evidence of planning, implementation and evaluation of goals. This includes the development of a comprehensive project plan and a thorough evaluation strategy. (50%)
- Evidence of a realistic financial match and the ability to sustain the project, including the coordinator position, beyond the granting period. The applicant organization must be financially stable and have the resources to take on a project of this scope. (30%)
- Evidence of a high level of commitment from a wide cross-section of community leadership and community partners (cultural, governmental and business), with the willingness and flexibility to undertake this initiative, including but not limited to providing matching fund assistance. (20%)

FULL APPLICATION NARRATIVE *(All character counts include spaces. 4,400 characters/page)*

1. Briefly describe your mission, organizational history, demographics and audience.
(3,450 characters max.)
2. Describe the project. Outline a project plan that describes the project market, an analysis of key opportunities and threats, competition, strategic goals and objectives, performance indicators (evaluation strategies and projected outcomes), the risks associated with this project, and how you will mitigate risks. *(4,400 characters max.)*
3. What financial and in-kind contributions will your community offer to support the project over the three-year grant period? How will this project or program be sustained after the grant period has ended? Explain your financial history and financial readiness for this project.
(2,300 characters max.)
4. Describe the commitment of community leaders and partners to the project. Indicate which partners will provide leadership for the project and what their roles and responsibilities will be.
(3,450 characters max.)
5. Who will coordinate the project? If part of the grant will go to hire a project manager, what qualifications will you look for and what responsibilities will you assign to him/her?
(2,300 characters max.)
6. Are there any other key facts or circumstances you would like for us to know?
(3,450 characters max.)

INELIGIBLE EXPENSES

Grant awards may not be re-granted nor used to cover the costs of brick-and-mortar projects, permanent or capital equipment, operating support or fundraising.

APPLICATION PACKAGE

LETTER OF INTEREST REQUIREMENTS

The CCED Implementation Grant application requires a letter of interest and, only if invited, a full application. Prior to submitting **any** materials, projects must be discussed with Julie Richard, Executive Director. She can be contacted at 207-287-2710 or julie.richard@maine.gov.

After receiving approval to submit a letter of interest, send the following information as email attachments to kathy.shaw@maine.gov.

- Letter of interest outlining the preliminary plan for how the money will be used and the relationship between the applicant, consortium, and local or regional governments. (500 words max.)
- A copy of the applicant's community or regional Cultural Plan.
- A letter of support from municipal or regional government demonstrating a commitment to the project.

FULL APPLICATION REQUIREMENTS

Applicants who have been invited to proceed must complete all aspects of the application in our Grants Management System (GMS).

ONLINE

- Complete answers to all narrative prompts
- Completed project budget
- Completed Cultural Data Project Funder's Report
- An organization with an annual income of \$499,999 and under must include its most currently completed Form 990. An organization with an annual income of \$500,000 and over must include its most recently completed organizational financial audit.
- Copy of a community or regional Cultural Plan. ***You must also have submitted your completed Cultural Plan with your Letter of Interest.***
- Resumes for key staff members involved with the organization. ***The project coordinator's resume is also required.***
- One to three letters of support from individuals or representatives of organizations who can speak to their anticipated benefit from the project.

BY MAIL OR FAX

- Completed State of Maine Vendor Form with ***exactly the same name and contact information as used in your application***
- Completed and signed assurances form

OPTIONAL

To provide a snapshot of the quality of your organization and its work, please provide no fewer than two and no more than five artistic samples. Samples may be any combination of:

- Images
- Audio or video (no more than 15 minutes in length)
- Prose or poetry (no more than 20 pages)
- Reviews
- Marketing materials
- One to three letters of support from individuals or representatives of organizations who can speak to their anticipated benefit from the project.

For additional information about the samples, click [here](#).

Maine Arts Commission reserves the right to use submitted materials in the non-commercial promotion of the artist, organization and/or Maine Arts Commission programs.

QUESTIONS

General questions about the application or review process may be directed to Kathy Ann Shaw, Senior Director for Grants and Arts Accessibility, at kathy.shaw@maine.gov or 207-287-2750.

Specific questions about your application should be directed to Julie Richard, Executive Director, at julie.richard@maine.gov or 207-287-2710.



Grant information is available in large print format by request.

All Maine Arts Commission programs are accessible to people with disabilities.
All programs funded by the Maine Arts Commission must also be accessible.



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